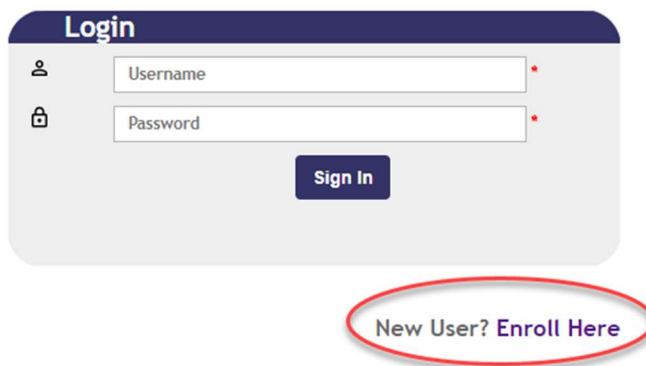


Virginia Department of Health COVID-19 Point of Care (POC) Portal

Registration Guide

The Virginia Department of Health COVID-19 POC portal allows health care professionals, who are unable to report electronically via HL7 or flat file, the ability to submit rapid COVID-19 test results through this portal to meet the COVID-19 reporting requirements.

1. To create an account for your facility, please click on [Enroll Here](#). A single, main point of contact for each facility/provider should create a user account. **A user can only be registered for one facility using the same email address. If the user needs to be registered for multiple facilities, a different email address must be used for each different facility.**



The screenshot shows a 'Login' form with fields for 'Username' and 'Password', and a 'Sign In' button. Below the form, the text 'New User? [Enroll Here](#)' is displayed, with the 'Enroll Here' link circled in red.

2. Fill out all required fields in the “User Enrollment” section (see screenshot below)



The screenshot shows the 'USER ENROLLMENT' section. It includes the following fields and labels:

- Email Address:* (with a note: * Email Address will be used for account login.)
- First Name:*
- Middle Initial:
- Last Name:*
- Phone:* (format: () - - - - -) *
- Job Title:
- Captcha Code* (with a green box containing the numbers 49542 and a 'Get Audio Code' link below it)
- Type the code from the image: *

At the bottom right, there are 'Next' and 'Cancel' buttons.

- Click “Next” and fill out Facility/Practice information. Please enter all the required fields. See step # 4 on how to fill out the COVID Testing Information section.

COVID-19 Manual Reporting Registration:

Facility/Practice Information

Facility/Practice Name:*	<input type="text"/>	CLIA NO:	<input type="text"/>
Facility Street Address 1:*	<input type="text"/>	Facility Street Address 2:	<input type="text"/>
Facility City:*	<input type="text"/>	Facility State:*	VA
Facility Zip:*	<input type="text"/>	Facility Phone:*	() - - - - -
Provider First Name:	<input type="text"/>	Provider Last Name:	<input type="text"/>

COVID Testing Information

Please select all the applicable Manufacturer/Model in this list

Manufacturer/Model:

* indicates a required field.

- Select all applicable Manufacturer/Model performed at your facility/practice under the COVID Testing Information section. Then click “Submit”.

COVID Testing Information

Please select all the applicable Manufacturer/Model in this list

Manufacturer/Model:

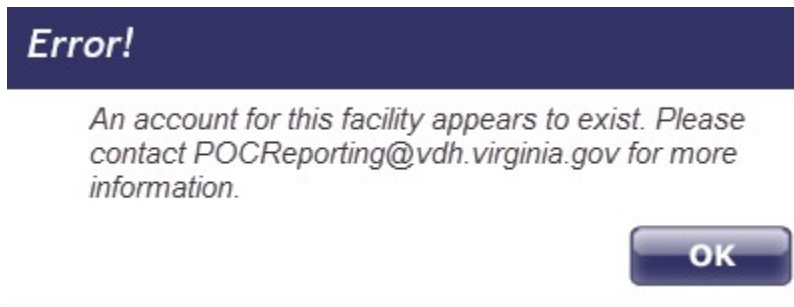
☐ Check All
☐ Abbott-ID NOW
☐ Becton, Dickinson and Company (BD)-BD Veritor System for Rapid Detection of SARS-CoV-2*

* indicates a required field.

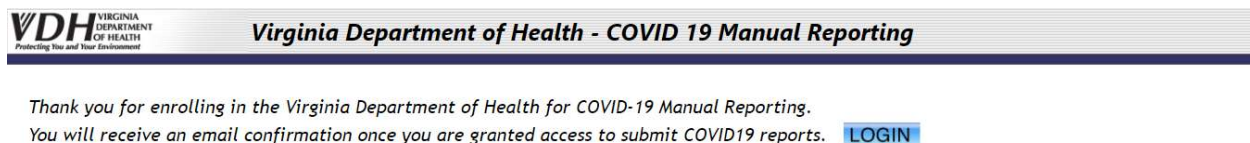
Current available Manufacturer/Model for POC testing are:

- Abbott-ID NOW
- Becton, Dickinson and Company (BD)-BD Veritor System for Rapid Detection of SARS-CoV-2*
- Cue Health-Cue™ COVID-19 Test*
- Quidel-Sofia 2 SARS Antigen FIA
- LumiraDx UK Ltd.-LumiraDx SARS-CoV-2 Ag Test*
- Cepheid-Xpert Xpress SARS-CoV-2
- Abbott-BinaxNOW COVID-19 Ag Card

5. Click Submit to complete the enrollment process. If an attempt is made to register a previously registered facility, an error alert will be generated (see screenshot below) and you will not be able to complete the registration.



6. If the registration is successful, you will see the following screen (see below).



7. You should also receive a “Registration Confirmation” email as shown below:

This is to confirm that < facility/provider> successfully registered with the Virginia Department of Health (VDH) on < date of registration> for COVID-19 Point of Care (POC) Manual Lab Reporting (MLR) via the online portal.

The User ID for this registration is: <emailID>. Please retain a copy for your records and refer to your emailID and Facility/Practice name for all future communications with VDH. Registrants are responsible for updating the information and ensuring it is correct.

Your current VDH COVID-19 POC MLR status is: **Registered**

The VDH Informatics Messaging Team will review your registration and contact you via email when access to the COVID-19 POC portal has been granted. Access to the online POC portal typically takes 2-3 days. For any questions, please contact POCReporting@vdh.virginia.gov

If you cancel and do not enter facility information, you will not be registered.

8. The VDH DIIS Messaging Team will review your registration and once access has been granted you will receive the following email notifications:

i. Access Granted Email

This is to confirm that < facility/provider> successfully registered with the Virginia Department of Health (VDH) on < date of registration> for COVID-19 Point of Care (POC) Manual Lab Reporting (MLR) via the online portal.

The User ID for this registration is: <emailID>. Please retain a copy for your records and refer to your emailID and Facility/Practice name for all future communications with VDH. Registrants are responsible for updating the information and ensuring it is correct.

Your current VDH COVID-19 POC MLR status is: **Registered**

The VDH Informatics Messaging Team will review your registration and contact you via email when access to the COVID-19 POC portal has been granted. Access to the online POC portal typically takes 2-3 days. For any questions, please contact POCReporting@vdh.virginia.gov

ii. Temporary Password Email

Hi <User Name>,

Your password for the Virginia Department of Health – COVID19 Manual Reporting System has been created.

Your temporary password is <temporary password>

Please login to the application using this username and a temporary password. https://vdhstage.vdh.virginia.gov/COVID19ManualReporting_QA/Login/Login.aspx

after logging in with your temporary password you will be required to select a new password before you can continue. Please contact vdhmessagingsupport@vdh.virginia.gov with questions or problems.

9. Log in to application and set password, confirm password and set your security questions before hitting **Update**.

Note that the password must be at least 8 characters long, must contain at least one upper case letter, one lower case letter, and have at least 1 number and 1 special character limited to "+ = @ # \$ % ^ & "

Change Password

Note - Please choose your new Password and select a Security Question(s) for future logins. If you have any questions/concerns please contact VDH.

UserName/Email:

chata1952@hotmail.com

New Password:

Password must be at least 8 characters long, must contain at least one upper case letter, one lower case letter, and have at least 1 number and 1 special character limited to " ~ - @ # \$ % ^ & "

Confirm New Password:

Security Question 1: *

Select Security Question

Security Answer 1: *

Security Question 2: *

Select Security Question

Security Answer 2: *

Security Question 3: *

Select Security Question

Security Answer 3: *

Security Question 4: *

Select Security Question

Security Answer 4: *

Update

Cancel

10. Once completed, you will receive the following notification:



Change Password

Your record has been successfully updated
[Click here to navigate login page](#)

11. Click on “[Click here to navigate to login page](#)” and enter your updated login information to enter into the portal.

th - COVID 19 Manual Reporting

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onals, who are unable to report electronically via HL7 or flat file, ID-19 reporting requirements.


ial laboratory setting that occurs at the time and place of patient such as molecular testing (RT-PCR), antigen testing and serological

VID-19 result through the online portal. You should only report via


gardless of their CLIA status, should not report the results of their y time a facility intends to report a patient-specific test result, it

ected, or indeterminate). Please complete as much information as

Login



*



*

Sign In

New User? [Enroll Here](#)

CLICK BELOW FOR REGISTRATION GUIDE

[COVID 19 POC PORTAL REGISTRATION GUIDE](#)

Note: You will not be able to log in to the POC portal until your facility has been approved and you have received your temporary password via email!

For any questions, please contact POCReporting@vdh.virginia.gov